

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

December 19, 2007

Job Title:	Human Resource Specialist-ADA/EEO	Position No.:	64111011
Division:	Human Resource	Bargaining Unit:	None
Location:	Helena	Supplement:	Yes
Status:	Full time/ Permanent	Shift:	8:00 – 5:00 M-F
Salary:	\$16.064 - \$20.08 DOE	Band	6
Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406) 444- 4551 **email to** hrcen@mt.gov

No later than 5:00 p.m. January 7, 2008.

Application materials are available on the web at www.cor.mt.gov. Try our NEW on-line application process at this link.

Special Information: Work is typically performed in a normal office environment. Some in-state travel is required. Will be required to work with offenders under the department's supervision.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Human Resource Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

As a senior HR generalist the incumbent will be responsible for:

1. Advise managers and staff in assigned department(s) on all HR related issues to include:
 - A. Classification and pay issues.
 - B. Contract interpretation and enforcement. Planning for labor contract negotiations.
 - C. Disciplinary procedures
 - D. Policy and procedure.
 - E. Recruitment and selection procedures
 - F. Federal employee protective statutes (FLSA, FMLA, EEO, ADA, ADEA,)
 - G. Training managers on topics related to management of employees.
2. Gather data, analyze, and design or assist in the design of proactive initiatives to deal with issues related to most effective use of our agency human resources to serve the mission of the Department of Corrections
3. Doing investigations of HR issues as assigned.

In addition this employee will be assigned to serve as a specialist in the area of ADA/EEO, which will include:

1. Recommends affirmative action steps and implementation procedures by researching and analyzing affirmative action statistics using knowledge of past trends and problem areas and EEO/AA rules, regulations and policies. Assists with the collection and compilation of data on applicants and hiring to ensure that the agency has necessary and accurate information to base EEO plan on. Monitors and adjusts agency actions to achieve EEO goals.
2. Serves as an agency specialist with particular expertise in ADA issues both as they relate to employment and related to offenders in the custody of the Department. Advises agency supervisors and staff regarding ADA situations affecting employee and supervisor/agency rights and responsibilities. Designs record keeping tools to maintain statistics on these areas of responsibility and insures that such records are properly maintained. Reviews such records regularly and reports on related issues as they affect the agency and makes suggestions regarding changes in practice or policy necessary to fully and effectively comply.

Qualifications: General knowledge of recruitment and selection techniques, systems, laws, rules and policies. Prefer knowledge of State of Montana personnel policies and procedures, benefits program, and Workers' Compensation. Prefer knowledge of position classification methodology including job analysis, the benchmark factoring system, position review forms, position detail forms and performance appraisals. Knowledge of labor law as they affect public employees, familiar with collective bargaining agreements and grievance procedures, and with practices and procedures in collective bargaining. Considerable knowledge of state and federal laws that govern the employment relationship.

Skills:

This position requires analytical skills along with considerable proficiency in the use of a personal computer and highly developed organizational skills. Should have skills in bargaining, mediating, and/or facilitation, which are typically gained by serving as a bargaining unit or management representative for one or more years, and/or coursework in Labor Relations.

Abilities

Must have the ability to: accurately interpret statute and policy; speak and write articulately and effectively; establish and maintain effective working relationships with Department staff, managers and parallel personnel services staff members; organize multiple and varied work responsibilities effectively; and counsel people in stressful situations.

Preferred Competencies:

Teamwork: works well in an environment designed to quickly reach consensus in matters of complex areas of personnel responsibility while maintaining excellent working relationships with a varied and geographically dispersed staff. Takes the lead in bringing all staff together in productive teamwork approach.

Customer Service - demonstrates a comprehensive understanding of and commitment to the role of Personnel services in supporting and assisting program staff in accomplishing the mission and vision of the agency. Maintains his/her focus on the service role rather than control or regulation.

Analytical Thinking - able to accurately assess difficult personnel problems and issues and to design and implement rational and effective plans to resolve same.

Creativity and Problem Solving: demonstrated capacity to apply creativity to the resolution of personnel related problems in order to address and resolve those in a manner both satisfactory to the customer and recognizable of the issues of Personnel policy and related law.

Efficiency and focus: focuses efforts and energy on successfully attaining clear concrete, accurate, timely and measurable outcomes of importance to the department; persisting even when challenged by obstacles and/or opposition.

Education and Experience: The above knowledge, skills, abilities and competencies required to perform this position are typically acquired through a combination of education and experience equivalent to a Bachelors degree in Human Resources, Public Administration, Business Administration, or a related field, with one to two years of job-related work experience. Demonstration of competencies may be used to offset some of the education and experience requirements. Some corrections or law enforcement experience is preferred. **THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT.**

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a written exercise, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****
4. Supplemental Answers.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

SUPPLEMENTAL QUESTION

Job Title:	Human Resource Specialist-ADA/EEO	Position Number:	11011
Application Deadline:	January 7, 2008	Department:	Corrections

Instructions: Please complete the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your response must be printed clearly or typed on standard paper. Each response should be clear and concise. Please put your name and the position for which you are applying on each sheet. This supplement is reviewed separately from the state application. It is part of the applicant evaluation process.

Your response will be reviewed and scored both for content and for writing and composition skills. Response should be no more than one page in length.

1. This position is assigned some significant responsibilities with respect to agency compliance with the Americans with Disabilities Act (ADA). Please describe your experience and training related to ADA issues and responsibilities as these relate to internal staff, to program clients and to the public.

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Application Deadline:	January 7, 2008	Department:	Corrections

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used: (i.e.: maiden name, previous married names)	
Social Security Number:	
Date of Birth:	
List of states where you have resided:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ **Date:** _____